



b1408 UPGRADE

eLMS, the FAA's electronic learning management system, is more than just a delivery system for online training; it is a gateway to professional development and continuous learning. FAA Learning Services is pleased to announce that eLMS will be upgraded in May 2015. The update will address many of the known existing bugs, ensure the system is current, provide an enhanced user home page, and more.



eLMS Upgrade Information for Users, Help Desk Staff, Managers, and Executives

What's New?

The eLMS b1408 upgrade will bring you a more modern and more stable user experience. After a few days of downtime, you'll return to an eLMS with improved functionality and fewer bugs. After the upgrade's improvements you can:

- >> Rate courses on a five-star scale and view ratings for other courses. Note: This will initially be available only for Skillssoft items.
- >> Identify your preferred region and facility when requesting a scheduled offering.
- >> Learn more about an item or curriculum with updated details.
- >> Search the catalog more efficiently with advanced filters, suggested search phrases, and Boolean operators (AND/OR).

There are other exciting features that we're still testing to ensure only the best eLMS experience for all.

Mark Your Calendar!



Please check the eLMS Splash Page (<https://elms.faa.gov/>) regularly and watch for Broadcast Messages for specific eLMS outage times, as well as announcements about upgrade resources and training.

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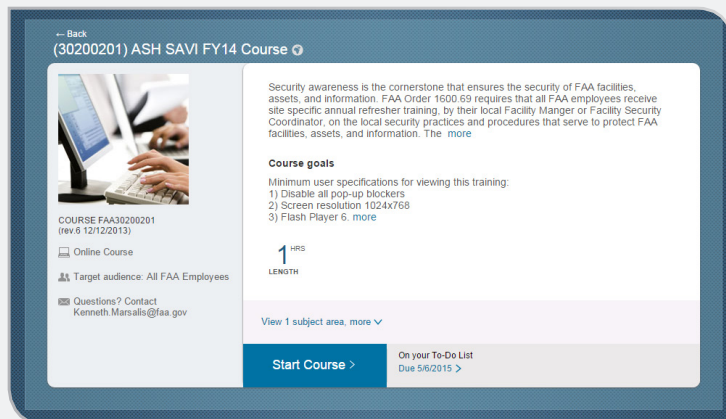
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New Features:

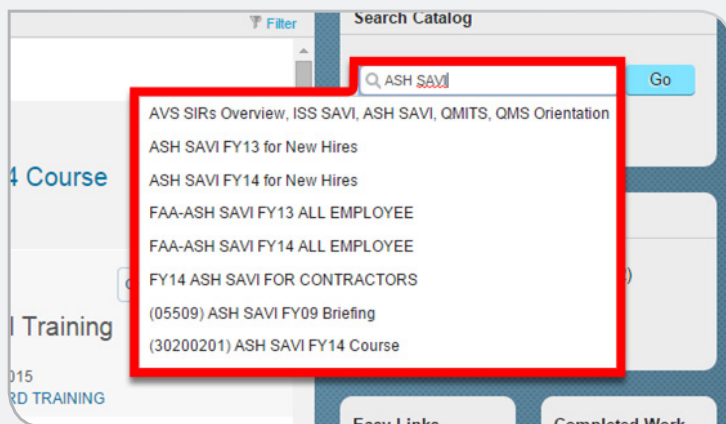
Learn more about a course

- All the information you want to know about an item or curriculum is easier to find than ever before. The item details page has been updated to display formatting and hyperlinks so you know exactly what a course is about.



Search with ease

- Improvements to the catalog search will allow you to find the courses you want and only the courses you want. A drop down box suggests search phrases, and Boolean operators (AND/OR) are now supported, further improving speed and ease of searching.



FAQ:

Is this my only notice of the upgrade and outage?

Absolutely not. We'll provide reminders and progress reports before, during, and after the upgrade and outage. You'll find alerts and notices in eLMS. You'll receive updated information through FAA Broadcast messages. You might even notice flyers around your office. We're going to make it difficult for you *not* to know about the b1408 Upgrade.

Do we really need this upgrade?

Yes, we do. With almost 50,000 eLMS users relying on the system to complete training, expand their knowledge, and advance in their careers, we need to keep the system as current as possible. While there are no major changes to how you will interact with the system, there are minor changes and bug fixes that will improve your eLMS experience. For example, fewer bugs means a more stable system. And upgrades to search functionality and item details will help you find the information you need most.

I work on the Help Desk. Anything specific I should know?

You'll need to be aware of the outage dates and improvements should learners contact you with questions. In addition, be aware that the eLMS PMO will provide you with talking points, directions for users on where to find more information, system configuration specifications, and new scripts.

What if I need more information?

Though we'll be providing you information in emails and webpage notices, you can find anything you want to know, anytime you want to know it, on the eLMS Splash Page (<https://elms.faa.gov/>). This is where we'll post updates on the upgrade and scheduled outages, as well as links to training materials and sessions. Additionally, training will be available in eLMS and performance support tools will be available in the eLMS Resource Center (https://www.academy.jccbi.gov/elms-admin/AdminCrs/FAA_eLMS_Resources/pages/users.htm).

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Information for Managers and Executives:

- >> As a manager or executive, you'll want to ensure your employees know they'll be unable to take mandatory training while the system is down. There are a few additional changes you'll need to know about the eLMS b1408 Upgrade. These changes will help you better address your employees' training needs. Here are some of the improvements you'll soon have

Course Catalog Search Improvements:

- >> Managers, supervisors, and learners can search the catalog more efficiently with advanced filters, suggested search phrases, and Boolean operators (AND/OR).

Better Access on Mobile Devices:

- >> Soon you'll have improved course functionality and easier navigation on mobile devices.

Improved Functionality to eLMS Tasks:

- >> OJT programs can take advantage of task checklists completed by a trainee and reviewed by a mentor. A mentor may require a certain number of tasks be completed for the trainee to receive credit.

Easier-to-Read Course Descriptions:

- >> Admins can create full-length course overview pages (HTML knowledge required) and add HTML formatting to curriculum descriptions such as bulleted lists, font color, and font style.

Bug Fixes:

- >> The upgrade will correct issues with assigning and tracking annual mandatory training, as well as other bugs.

Improved Reporting Performance:

- >> You will have more precise training data for your direct and indirect reports in your line-of-business or organization.